



United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0249- Room 2092-S
1400 Independence Avenue, SW.
Washington, DC 20250-0249

MARCH 2002

**NOTICE TO THE TRADE
FOR
USDA MEAT AND FISH SUPPLIERS**

**PROCESS CONTROL AND TECHNICAL DOCUMENTATION WORKSHOP
MAY 1, 2002
KANSAS CITY, MISSOURI**

The Livestock and Seed (LS) Program is conducting a workshop on process control and proper preparation of technical documentation to assist red meat and fish suppliers in preparing written technical proposals required for Federal food and nutrition program purchases. Increasingly, LS Program procurement systems require the submission of technical proposals for approval prior to submitting cost offers. The workshop will include discussions of various statistical process control tools that measure the capability of a process to supply product that complies with specification requirements and preparing detailed documentation of production processes.

The topics discussed in the workshop will be beneficial to quality assurance personnel or production managers who are responsible for developing technical proposals, quality control manuals, or product processing steps for product destined to LS Program purchases or other customers. Additionally, the workshop would also benefit other personnel who are involved in the production or contracting process. A copy of the Agenda is attached.

The workshop will be conducted on May 1, 2002, (Wednesday) from 8 a.m. to 3 p.m. at the Holiday Inn-Airport, in Kansas City, Missouri. Interested participants are asked to submit the attached Supplier Workshop Registration Form by APRIL 12, 2002.

If further information is needed concerning the workshop, please contact Sue Olson on (202) 720-2650.

Barry L. Carpenter

Barry L. Carpenter
Deputy Administrator
Livestock and Seed Program

Attachments

**USDA, AMS, LS Program
Process Control and Technical Documentation Workshop
For SY 2002-2003 Meat and Fish Suppliers**

Workshop Objective: This workshop will provide the attendees with a detailed understanding of the salient information that is required within technical proposals submitted to the LS Program Commodity Procurement (CP) Branch to become an approved supplier. We will also provide a detailed explanation of Statistical Process Control requirements.

Agenda:

7:30 - 7:45 a.m. - Registration

7:45 - 8:00 a.m. - Opening Remarks and Introductions

8:00 – 8:30 a.m. - Meat and Fish Purchase Program Overview - CP Branch

Commodity Procurement Branch official will lead the discussion involving the various procurement systems, which will be used during the upcoming purchase season.

8:30 – 9:30 a.m. - Types of Specifications – Standardization Branch

A Standardization Branch representative will describe the types of specifications that correlate to the various systems of procurement that will be used by the CP Branch during the upcoming purchasing season.

9:30 – 9:45 a.m. – Break

9:45 – 11:00 a.m. – Technical Proposal Training – Standardization Branch

Standardization Branch Representatives will discuss the tools needed to measure process performance. Subjects include: Definition of Process, Attribute (qualitative) and Variable (quantitative) Data Management, and Process Capability.

11:00 – 12 Noon – Statistical Process Control (SPC) – Standardization Branch

This session will provide the detailed information that must be contained in a technical proposal. We will discuss flow-charting, cause and effect analysis, SPC diagrams, capability analysis, and charting management responsibility and production processes from raw material procurement through resolution of consumer complaints.

12:00 – 1:00 p.m. – Lunch

1:00 – 3:00 p.m. – Verification – Audit Review and Compliance Branch and Meat Grading and Certification Branch

This is a chance for attendees to become familiar with the verification methods used to assure all LS Program requirements are met. Discussion will involve product certification, audit verification, and self-verification programs.

REGISTRATION FORM

**ANNUAL LIVESTOCK AND SEED PROGRAM
SUPPLIER WORKSHOP**

MAY 1, 2002

AT

HOLIDAY INN KCI

11832 PLAZA CIRCLE

KANSAS CITY, MISSOURI 64153

For lodging reservations, call (816) 464-2345 and request Livestock and Seed Conference rate.

SPONSORED BY USDA's AGRICULTURAL MARKETING SERVICE

Fax this registration form to Dorothy Borja at: (202) 720-9538 by April 12, 2002

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

BUSINESS PHONE: _____

PARTICIPANTS:

FIRST AND LAST NAME, TITLE, TELEPHONE NUMBER

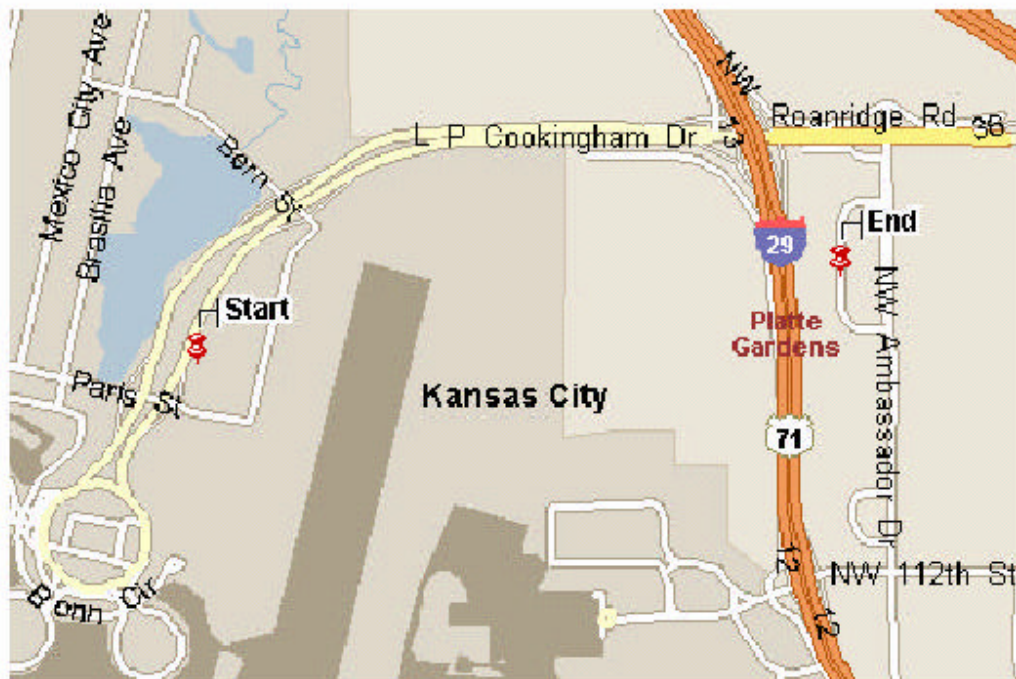
Informational sessions for the electronic bid system will be held during the following time periods.

Wednesday: 6:30 p.m. to 7:30 p.m.

Thursday: 11-11:30 a.m., 11:30-12:00 p.m., and 3:30-4:00 p.m.

However, space will be limited, so please sign up at the conference.

Questions/Comments for discussion:



DIRECTIONS:

Depart KCI Airport on Local Road (West).

Turn **RIGHT** onto L P Cookingham Drive.

Turn **RIGHT** onto NW Ambassador Drive.

Turn **RIGHT** onto NW Plaza Circle.

Turn **RIGHT** into Holiday Inn's Parking Lot: 11832 NW Plaza Circle, Kansas City, Missouri.